

User Documentation- Web Works

Web Works- Annual Pay

These instructions will help navigate your way around the Web Works annual pay spreadsheet, it may also answer any queries you have with problems.

<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>	<u>H</u>	<u>I</u>	<u>J</u>	<u>K</u>	<u>L</u>	<u>M</u>	<u>N</u>	<u>O</u>	<u>P</u>	<u>Q</u>	<u>R</u>	<u>S</u>
<u>T</u>	<u>U</u>	<u>V</u>	<u>W</u>	<u>X</u>	<u>Y</u>	<u>Z</u>												

Add data

1. Select the cell.
2. Type in the data.

Close and exist

1. After ensuring the workbooks is appropriately saved.
2. On the **tools** menu click **File**.
3. Click the **exit** tab.

Create macros and buttons

Macro

1. Set the security level to **Medium** or **Low**.
 1. On the **Tools** menu, click **Options**.
 2. Click the **Security** tab.
 3. Under **Macro Security**, click **Macro Security**.
 4. Click the **Security Level** tab, and then select the security level you want to use.
2. On the **Tools** menu, point to **Macro**, and then click **Record New Macro**.
3. In the **Macro name** box, enter a name for the macro.
4. If you want to run the macro by pressing a keyboard shortcut key enter a letter in the **Shortcut key** box. You can use CTRL+ *letter* (for lowercase letters) or CTRL+SHIFT+ *letter* (for uppercase letters), where *letter* is any letter key on the keyboard. The shortcut key letter you use cannot be a number or special character such as @ or #.
5. In the **Store macro in** box, click the location where you want to store the macro. If you want a macro to be available whenever you use Excel, select **Personal Macro Workbook**.
6. If you want to include a description of the macro, type it in the **Description** box.
7. Click **OK**.
8. If you want the macro to run *relative* to the position of the active cell, record it using relative cell references. On the **Stop Recording** toolbar, click **Relative Reference** so that it is selected. Excel will continue to record macros with relative references until you quit Excel or until you click **Relative Reference** again, so that it is not selected.
9. Carry out the actions you want to record.
10. On the **Stop Recording** toolbar, click **Stop Recording**.

Button

1. On the **View** menu, point to **Toolbars**.
2. Do one of the following:
 - Click the toolbar you want to display.
 - To view more toolbars, click **Customize**. In the **Customize** dialog box, click the **Toolbars** tab, and then select the check box for the toolbar you want to display. Click **Close**.
1. Click the **Toolbar Options** arrow
2. Point to **Add or Remove Buttons**, and then click **Customize**.

Edit

1. Double-click the cell that contains the data you want to edit.
2. Edit the cell contents.
3. To enter or cancel your changes, press ENTER or ESC

Insert worksheet

Add a single worksheet

- Click **Worksheet** on the **Insert** menu.

Add multiple worksheets

Determine the number of worksheets you want to add.

1. Hold down SHIFT, and then select the same number of existing worksheet tabs that you want to add in the open workbook.
Example: If you want to add three new worksheets, select three existing worksheet tabs.

Manipulate data

Manipulate data into graph

1. Select the relevant information, ensure that not including the heading and labels.
2. Select the the chart wizard in the toolbar across the top.
3. Following the necessary steps asked to chose the appropriate chart.

Open the file

1. In your Microsoft Office program, click **File**, and then click **Open**.

Print sheet/s

1. On the **File** menu, click **Print**.
2. Under **Print what**, select an option to print the selection, the active sheet(s), or the entire workbook.

Protect data and sheet

1. On the **File** menu, click **Save As**.
2. On the **Tools** menu, click **General Options**.
3. Do either or both of the following:
 - If you want users to enter a password before they can view the workbook, type a password in the **Password to open** box, and then click **OK**.
 - If you want users to enter a password before they can save changes to the workbook, type a password in the **Password to modify** box, and then click **OK**.
4. When prompted, retype your passwords to confirm them.
5. Click **Save**.
6. If prompted, click **Yes** to replace the existing workbook.

Rename worksheets

1. To rename the active sheet, on the **Format** menu, point to **Sheet** and then click **Rename**.
2. Type the new name over the current name.

Validation of data

1. Select the cell to validate.
2. On the **Data** menu, click **Validation**, and then click the **Settings** tab.
3. Specify the type of validation you want: